Set Up Direct Deposit – UW-Shared Services Instructions:

1. Click **Update Direct Deposit** on the Payroll information tile on MyUW.

   NOTE: The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet

   a. **All UW**: Employees can access the MyUW System portal at
      https://my.wisconsin.edu/
   b. **UW Madison**: Employees can access the MyUW Madison portal at
      https://my.wisc.edu/

2. Click **Add Account**
3. Enter Account Information
4. Click **Save**

   NOTE: A confirmation email will be sent to business email on file.

5. **Sign out** of the page through the stacked menu in the upper right corner.

Enter Additional Accounts:

Up to three accounts can be entered, for paycheck distribution.

1. Click the **plus sign** (+) at the top of the accounts list.
2. Enter account information including a deposit type of amount or percent and the corresponding value.
3. Click **Save**.
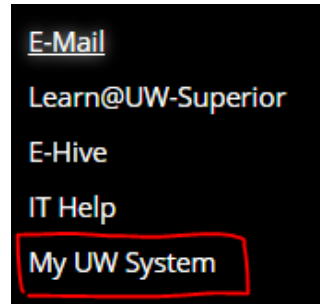4. Repeat steps 1-3 for additional account if necessary.

   NOTE: If entering 3 accounts, the order money is deposited can be modified by clicking the Reorder button.

5. **Sign out** of the page through the stacked menu in the upper right corner.
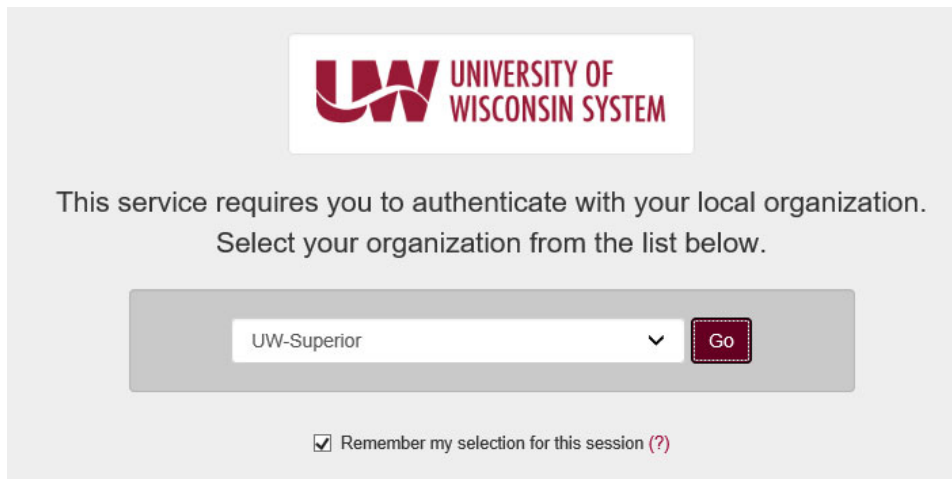
Self-Service: Direct Deposit, Initial Set-Up Screen-Shots
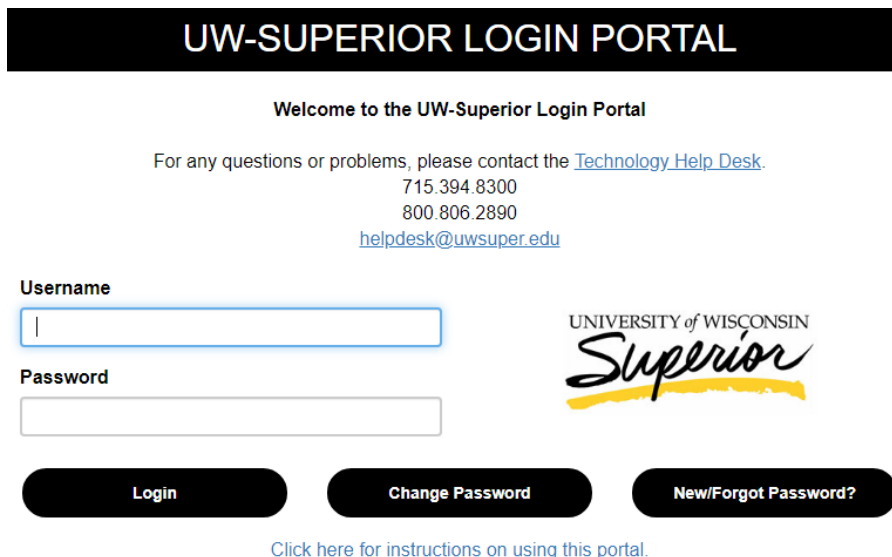
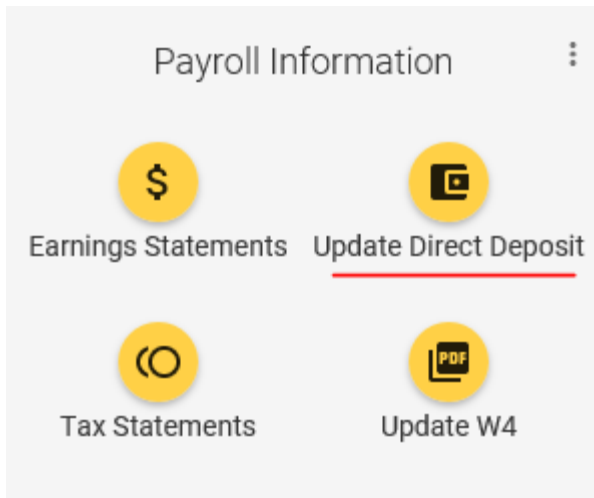Last Revised: 1/6/2020

Log into MyUW-System:

Select UW-Superior:

Log into the Portal:

In the Payroll Information section, select "Update Direct Deposit":

Click Add Account and enter the account information:

Click Save – which can be found in the upper right hand corner (a confirmation email will be sent to business email on file – most likely will go to your "uwsuper" account):